



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**Logistics Worldwide (LOGWORLD)
Federal Supply Group 874V
Class R706**



**Eagle Systems and Services, Inc.
6223 West Gore Blvd.
Lawton, OK 73505-5836**

**Phone: (580) 355-6023
Fax: (580) 355-5107
www.esascorp.com**

**DUNS No: 189154149
Business Size: Small, Disadvantaged, Woman-Owned Business
www.esascorp.com**

**Contract Administrator: Lea Ann Wolcott
Email: lwolcott@esascorp.com**

**Contract # GS-10F-0287U
Through Mod PA-0002
Contract Period July 15, 2008 to July 14, 2013**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET ADDRESS For GSA Advantage!™ is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Customer Information

1a. Awarded special item numbers:

Special Item Numbers	Description	Page
874-501	Supply and Value Chain Management Services	5
874-504	Deployment Logistics Services	6
874-507	Operations & Maintenance Logistics Management and Support Services	6

1b. Pricelist: Included

1c. Labor categories and descriptions: Included

2. Maximum order: \$1,000,000.00

3. Minimum order: \$300.00

4. Geographic Coverage: Domestic only

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Prices Shown in Catalog: Government net prices (discounts already deducted)

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether government purchase cards are accepted or not accepted above the micropurchase threshold: will accept over \$2500

10. Foreign Items (list items by country of origin): None

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery: Contact Eagle Systems and Services, Inc.

11c. Overnight and 2-day Delivery: Contact Eagle Systems and Services, Inc.

11d. Urgent Requirements: Contact Eagle Systems and Services, Inc.

- 12. FOB Points: Destination
- 13a. Ordering Address(es): Eagle Systems and Services, Inc.
6221 West Gore Blvd.
Lawton, OK 73505-5836
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment Address(es): Same as company address
- 15. Warranty Provision: Contractor's standard commercial warranty
- 16. Export Packing Charges: Not applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level: Contact Eagle Systems and Services, Inc.
- 18-24a. Not applicable
- 24b. Section 508: The EIT standards can be found at: www.Section508.gov
- 25. Data Universal Number System (DUNS): 18-9154149
- 26. Central Contractor Registration: Eagle Systems and Services, Inc. is registered in the CCR Database

Accessing Eagle Systems and Services, Inc.

The following organizations may place orders with Eagle Systems' Logistics Worldwide (LOGWORLD) contract through this U.S. General Services Administration (GSA) Federal Supply Schedule (FSS):

- Executive agencies
- Other federal agencies
- Mixed-ownership government corporations
- The District of Columbia
- Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply

Other Eagle Systems GSA Schedules

- GSA Management, Organizational and Business Improvement Services, GS-10F-0421R

To Place an Order

To obtain GSA LOGWORLD services, agencies may work directly with approved GSA LOGWORLD contractors such as Eagle Systems and Services, Inc. For orders under \$2,500, agencies can simply place an order with their contractor of choice. The following procedure is used to place orders above \$2,500:

Step 1: Customer prepares Statement of Work describing work to be accomplished

Step 2: Customer conducts a "best value" review of at least three GSA vendors

Step 3: Customer selects awardee

Step 4: Awardee undertakes work and invoices customer directly

CORPORATE OVERVIEW

Eagle Systems and Services, Incorporated (Eagle Systems) is a small business that was established in 1986. We are a Native American-owned, women-owned, Small Disadvantaged Business (SDB).

Eagle Systems focuses on optimizing performance for ourselves, our customers, and end users. A dedicated management team and experienced professionals provide unmatched responsiveness to our customers' changing and diverse needs.

Schedule Item Numbers (SIN)

SIN 874-501: Supply and Value Chain Management Services

Services that include all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal. Examples of the type of services that may be performed under this SIN include: Logistics consulting for planning for the acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules; develop milestone documentation; market research and acquisition planning; material requirements identification, planning, acquisition and management; develop specifications or performance based work statements and task estimates; develop, document and support maintenance procedures and technical manuals; configuration data management and related documentation; expansion and consolidation studies, field problem analysis and recommendation of corrective actions and system modernization; Needs assessment/system assessment; Inventory/asset/vendor management; Inventory management and operation (inclusive of salvage, recycle and/or disposal management); operation of warehouses, stockrooms, storage facilities or depots; Fulfillment systems and operations; platform management; Information logistics processing systems analysis design, and implementation; staging, shipping, receiving, packing, crating, moving and storage (excluding household goods); packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance; design and installation of material handling systems; hazardous material storage and handling (Non-radioactive only); warehouse and location management systems; recycling program management of warehousing materials; preservation and protection of specialized inventory or documents; maintenance, repair and overhaul (MRO) support and/or support process management; aircraft repair and maintenance; ship repair and maintenance; property disposal management; logistics strategic planning services; logistics systems engineering services; logistics program management services and support; Unique Identification (UID)/Radio Frequency Identification (RFID) services; Program and project management; acquisition and life cycle management; spares modeling; supply chain integration planning; global integrated supply chain solutions - planning and implementation. (note - acquisition functions can not be procured as stand-alone services).

SIN 874-504: Deployment Logistics Services

Services that include, but are not limited to providing expert advice, assistance, guidance, management, or operational support services that permit the deployment of supplies, equipment, materials and associated personnel. Examples of the type of services that may be performed under this SIN include deployment logistics consulting; war gaming (field exercises); contingency planning; inventory and property requirements planning, movement, storage and accountability systems; asset management (including pre-positioning assets); space planning and project integration/implementation; public and private sector support and/or resources; facilitating customs processing/accountability; scenario based field exercises; communication and logistics systems design, plan, deployment and operation; medical and emergency unit storage and restocking management; program and project management.

SIN 874-507: Operations & Maintenance Logistics Management and Support Services

The purpose of this SIN is to provide a turnkey/total solution in support of a logistics function. Under the turnkey solution, a combination of support services may include, but are not limited to: janitorial services, maintenance, trash disposal, laundry, mail routing, guard, reception and related services however these services must be incidental to and in support of the logistics function. Individual support services may not be offered, ordered, or sold separately under this SIN. Examples of the type of logistics related services under this SIN include: logistical support services; integrated facility management and operations management support; supply support services; equipment asset management and maintenance support services; fleet management and maintenance support services; preventative maintenance planning support services; property management and maintenance support services; strategic and tactical planning support services; strategic account management support services; mobile utility support equipment operation, maintenance and repair support services; Base operations support (BOS); depot maintenance; project management..

PRICING INFORMATION

Eagle Systems and Services, Inc.

LOGWORLD

TFTP-MB-008745-B (Refresh No.4)

SINS: 874-501, 874-504, 874-507

Government Site

Exempt Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Acquisition Manager	\$ 67.40	\$ 69.93	\$ 72.55	\$ 75.27	\$ 78.09
Database Administrator	\$ 77.00	\$ 79.89	\$ 82.89	\$ 86.00	\$ 89.23
Database Analyst	\$ 66.07	\$ 68.55	\$ 71.12	\$ 73.79	\$ 76.56
Engineer I	\$ 47.77	\$ 49.56	\$ 51.42	\$ 53.35	\$ 55.35
Engineer II	\$ 58.16	\$ 60.34	\$ 62.60	\$ 64.95	\$ 67.39
Engineer III	\$ 67.88	\$ 70.43	\$ 73.07	\$ 75.81	\$ 78.65
Engineer IV	\$ 82.73	\$ 85.83	\$ 89.05	\$ 92.39	\$ 95.85
Financial Analyst	\$ 52.25	\$ 54.21	\$ 56.24	\$ 58.35	\$ 60.54
Instructional Designer	\$ 61.02	\$ 63.31	\$ 65.68	\$ 68.14	\$ 70.70
Instructor	\$ 66.33	\$ 68.82	\$ 71.40	\$ 74.08	\$ 76.86
Logistics Analyst	\$ 72.61	\$ 75.33	\$ 78.15	\$ 81.08	\$ 84.12
Logistics Manager	\$ 77.59	\$ 80.50	\$ 83.52	\$ 86.65	\$ 89.90
Operations Manager	\$ 59.95	\$ 62.20	\$ 64.53	\$ 66.95	\$ 69.46
Program Manager	\$ 113.92	\$ 118.19	\$ 122.62	\$ 127.22	\$ 131.99
Project Manager	\$ 76.05	\$ 78.90	\$ 81.86	\$ 84.93	\$ 88.11
Quality Assurance Manager	\$ 79.29	\$ 82.26	\$ 85.34	\$ 88.54	\$ 91.86
Senior Instructional Designer	\$ 71.83	\$ 74.52	\$ 77.31	\$ 80.21	\$ 83.22
SME I	\$ 69.99	\$ 72.61	\$ 75.33	\$ 78.15	\$ 81.08
SME II	\$ 92.30	\$ 95.76	\$ 99.35	\$ 103.08	\$ 106.95
Senior Systems Analyst	\$ 64.63	\$ 67.05	\$ 69.56	\$ 72.17	\$ 74.88
Training Analyst	\$ 54.15	\$ 56.18	\$ 58.29	\$ 60.48	\$ 62.75

SCA Labor Category	Year 1
Accounting Clerk I	\$ 23.59
Accounting Clerk II	\$ 26.49
Accounting Clerk III	\$ 31.51
Computer Operator III	\$ 35.68
Computer Operator IV	\$ 39.65
Computer Operator V	\$ 43.88
Computer Programmer I	\$ 36.94
Computer Programmer II	\$ 45.10
Computer Programmer III	\$ 47.24
Engineering Technician I	\$ 34.53
Engineering Technician II	\$ 38.76
Engineering Technician III	\$ 43.39
Engineering Technician IV	\$ 53.75
Engineering Technician V	\$ 65.74
Engineering Technician VI	\$ 79.54
Forklift Operator	\$ 29.52
General Clerk II	\$ 26.21
General Clerk III	\$ 32.05
Graphic Artist	\$ 42.68
Laborer	\$ 24.40
Material Coordinator	\$ 36.41
Material Expediter	\$ 36.41
Material Handling Laborer	\$ 21.64
Production Control Clerk	\$ 36.41
Secretary I	\$ 29.12
Secretary II	\$ 31.45
Secretary III	\$ 37.04
Shipping/Receiving Clerk	\$ 24.73
Stock Clerk	\$ 24.54
Supply Technician	\$ 40.33
Technical Writer I	\$ 35.38
Technical Writer II	\$ 43.27
Technical Writer III	\$ 52.35
Travel Clerk III	\$ 23.93
Warehouse Specialist	\$ 29.52

Notes:

Escalation for base year is 3.75%

Rates are inclusive of .75% IFF

Eagle Systems and Services, Inc.
LOGWORLD
TFTP-MB-008745-B (Refresh No.4)
SINS: 874-501, 874-504, 874-507
Contractor Site

Exempt Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Acquisition Manager	\$ 81.21	\$ 84.26	\$ 87.42	\$ 90.70	\$ 94.10
Database Administrator	\$ 92.76	\$ 96.24	\$ 99.85	\$ 103.59	\$ 107.47
Database Analyst	\$ 79.59	\$ 82.57	\$ 85.67	\$ 88.88	\$ 92.21
Engineer I	\$ 57.55	\$ 59.71	\$ 61.95	\$ 64.27	\$ 66.68
Engineer II	\$ 70.06	\$ 72.69	\$ 75.42	\$ 78.25	\$ 81.18
Engineer III	\$ 81.77	\$ 84.84	\$ 88.02	\$ 91.32	\$ 94.74
Engineer IV	\$ 99.68	\$ 103.42	\$ 107.30	\$ 111.32	\$ 115.49
Financial Analyst	\$ 62.94	\$ 65.30	\$ 67.75	\$ 70.29	\$ 72.93
Instructional Designer	\$ 73.51	\$ 76.27	\$ 79.13	\$ 82.10	\$ 85.18
Instructor	\$ 79.89	\$ 82.89	\$ 86.00	\$ 89.23	\$ 92.58
Logistics Analyst	\$ 87.49	\$ 90.77	\$ 94.17	\$ 97.70	\$ 101.36
Logistics Manager	\$ 93.48	\$ 96.99	\$ 100.63	\$ 104.40	\$ 108.32
Operations Manager	\$ 72.23	\$ 74.94	\$ 77.75	\$ 80.67	\$ 83.70
Program Manager	\$ 137.24	\$ 142.39	\$ 147.73	\$ 153.27	\$ 159.02
Project Manager	\$ 91.62	\$ 95.06	\$ 98.62	\$ 102.32	\$ 106.16
Quality Assurance Manager	\$ 95.51	\$ 99.09	\$ 102.81	\$ 106.67	\$ 110.67
Senior Instructional Designer	\$ 86.55	\$ 89.80	\$ 93.17	\$ 96.66	\$ 100.28
SME I	\$ 84.33	\$ 87.49	\$ 90.77	\$ 94.17	\$ 97.70
SME II	\$ 111.21	\$ 115.38	\$ 119.71	\$ 124.20	\$ 128.86
Senior Systems Analyst	\$ 77.86	\$ 80.78	\$ 83.81	\$ 86.95	\$ 90.21
Training Analyst	\$ 65.25	\$ 67.70	\$ 70.24	\$ 72.87	\$ 75.60

Notes:

Escalation for base year is 3.75%

Rates are inclusive of .75% IFF

DESCRIPTION OF LABOR CATEGORIES

Appendix A. Labor Category Descriptions

Exempt Labor Category Descriptions

Acquisition Manager
Brief Description of Duties/Responsibilities: Possesses the basic knowledge and skills to research and procure supplies, materials, and services as required. Compiles lists of available materials, tracks procurement of materials, supplies, and services. Manages resources including budgets, personnel, etc.
Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in Logistics, Procurement, Business Administration, or related area. Three or more years' experience in supply chain management, buying, and/or procurement. One-year project management or supervisory experience.
BioMedical Engineer I
Brief Description of Duties/Responsibilities: Uses traditional engineering expertise to analyze and solve problems in biology and medicine. May design instruments, devices, and software, to bring together knowledge from many technical sources to develop new procedures, or to conduct research needed to solve clinical problems. Designs, develops, and provides safety testing, repair, and maintenance of biomedical equipment. Ensures that the biomedical equipment is in compliance with applicable regulatory requirements and quality control standards. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Requires a bachelor's degree and 0-2 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals.
BioMedical Engineer II
Brief Description of Duties/Responsibilities: Uses traditional engineering expertise to analyze and solve problems in biology and medicine. May design instruments, devices, and software, to bring together knowledge from many technical sources to develop new procedures, or to conduct research needed to solve clinical problems. Designs, develops, and provides safety testing, repair, and maintenance of biomedical equipment. Ensures that the biomedical equipment is in compliance with applicable regulatory requirements and quality control standards. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Requires a bachelor's degree and 2-4 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals.
BioMedical Engineer III
Brief Description of Duties/Responsibilities: Uses traditional engineering expertise to analyze and solve problems in biology and medicine. May design instruments, devices, and software, to bring together knowledge from many technical sources to develop new procedures, or to conduct research needed to solve clinical problems. Designs, develops, and provides safety testing, repair, and maintenance of biomedical equipment. Ensures that the biomedical equipment is in compliance with applicable regulatory requirements and quality control standards. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Requires a bachelor's degree and 4-6 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.
BioMedical Engineer IV
Brief Description of Duties/Responsibilities: Uses traditional engineering expertise to analyze and solve problems in biology and medicine. May design instruments, devices, and software, to bring together knowledge from many technical sources to develop new procedures, or to conduct research needed to solve clinical problems. Designs, develops, and provides safety testing, repair, and maintenance of biomedical equipment. Ensures that the biomedical equipment is in compliance with applicable regulatory requirements and quality control standards. Performs a

variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of unit/department.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Requires a bachelor's degree and 6-8 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

BioMedical Technician I

Brief Description of Duties/Responsibilities: Assembles, maintains, and repairs various medical equipment. Tests the functionality of equipment and takes accuracy, sensitivity, and selectivity measurements. Assists staff in operation of equipment. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: May require an associate's degree in biomedical engineering or electronic engineering and/or the equivalent combination of training, experience, and education. Minimum of 1-2 years experience as a biomedical engineering technician or related position. Familiar with standard concepts, practices, and procedures within a particular field.

BioMedical Technician II

Brief Description of Duties/Responsibilities: Assembles, maintains, and repairs various medical equipment. Tests the functionality of equipment and takes accuracy, sensitivity, and selectivity measurements. Assists staff in operation of equipment. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: May require an associate's degree in biomedical engineering or electronic engineering and/or the equivalent combination of training, experience, and education. Minimum of 2-4 years experience as a biomedical engineering technician or related position. Familiar with standard concepts, practices, and procedures within a particular field.

BioMedical Technician III

Brief Description of Duties/Responsibilities: Uses traditional engineering expertise to analyze and solve problems regarding the design, development, and safety testing of biomedical equipment. Serves as the principal action officer for maintenance related acquisition support, fielding, and sustainment of medical laboratory equipment, contact patient monitoring systems, and digital imaging/radiographic equipment. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of unit/department.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: May require a Bachelor's degree in area of specialty and/or the equivalent combination of training, experience, and education. Minimum of four to seven years' directly related experience in the biomedical field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

BioMedical Technician IV

Brief Description of Duties/Responsibilities: Uses traditional engineering expertise to analyze and solve problems regarding the design, development, and safety testing of biomedical equipment. Serves as the principal action officer for maintenance related acquisition support, fielding, and sustainment of medical laboratory equipment, contact patient monitoring systems, and digital imaging/radiographic equipment. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of unit/department.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: May require a Bachelor's degree in area of specialty and/or the equivalent combination of training, experience, and education. Minimum of seven years' directly related experience in the biomedical field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Database Administrator
<p>Brief Description of Duties/Responsibilities: Designs logical and physical databases or reviews description of changes to database design to understand how changes to be made affect physical database (how data is stored in terms of physical characteristics, such as location, amount of space, and access method). Specifies user access level for each segment of one or more data items, such as insert, replace, retrieve, or delete data. Specifies which users can access databases and what data users can access. Tests and corrects errors, and refines changes to database. Directs programmers and analysts to make changes to database management system. Answers user questions. Modifies database programs to increase processing performance.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in Computer Science, MIS, or related area. Minimum of five years' experience in database development and administration. Four years' directly related experience can be substituted for the degree requirement. At least three years' related experience designing, developing, and maintaining complex databases.</p>
Database Analyst I
<p>Brief Description of Duties/Responsibilities: Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams, and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Associate's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within relational databases. Relies on instructions and pre-established guidelines to perform the functions of the job.</p>
Database Analyst II
<p>Brief Description of Duties/Responsibilities: Reviews, evaluates, designs, implements, and maintains company database(s). Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams, and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in a related area and 2-4 years of experience in a related area. Familiar with standard concepts, practices, and procedures within relational databases. Four years' experience can be substituted for degree requirement.</p>
Editor
<p>Brief Description of Duties/Responsibilities: Responsible for ensuring all text elements meet editing quality standards. Proofread and edit all text in assigned projects. Double-check any necessary facts in assigned projects. Check art/text/format consistency for assigned projects. Represent editing concerns on the teams for assigned projects. Work with project teams to create and maintain own schedule.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: One or more years' work experience in publishing, communications, English, marketing or related area preferred. Bachelor's degree in English, Technical Writing, Journalism, or related coursework. Ability to speak, read, and write English at highly advanced level. Excellent oral and written communication skills. Organizational skills. Ability to meet deadlines. Extensive knowledge of MS Office software. Ability to work independently. Ability to work in a team environment. Attention to detail and good multitasking skills.</p>
Engineer I
<p>Brief Description of Duties/Responsibilities: Applies knowledge of and experience with engineering principles and techniques to develop specifications and procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture, and test of components, equipment, and systems, including application of equipment to new uses. Creates and analyzes moderately complex engineering designs.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:</p>

Bachelor's degree or equivalent related experience. Must have at least one year of experience in general engineering principles.
Engineer II
<p>Brief Description of Duties/Responsibilities: Applies knowledge of and experience with engineering principles and techniques to develop complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Evaluates and analyzes operational systems and recommends design modifications to eliminate causes of malfunction or changes in system requirements. May supervise other engineers.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in engineering or related area. Must have at least three years' experience in general engineering principles.</p>
Field Team Chief
<p>Brief Description of Duties/Responsibilities: With general guidance from the Project Leader acts as a liaison between certain activities of Fielding Commands, Program Managers, and Gaining Units. Ensures effective application of the doctrine and practices of materiel fielding to assigned system(s).</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Associate's degree in related area and/or equivalent in a combination of experience, education, or training. Three or more years' experience fielding or providing logistics support for communications, medical, for complex systems. Good oral and written communication skills. Knowledge of military logistics systems. Knowledge of materiel procedures. Computer literate with Internet and Microsoft Office Suite.</p>
Financial Analyst
<p>Brief Description of Duties/Responsibilities: Prepares financial reports, budgets, and project reports. Assists in the preparation of financial reporting packages. Works with senior managers to provide backup documentation and cost reports for decision-making. Prepares complex spreadsheets using Excel software. Establishes relationships with functional units to provide the required financial data.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in Business Administration, Accounting, or related area or a combination of training, education, and experience. Knowledge of accounting, budgeting, and cost principles.</p>
Graphics Specialist
<p>Brief Description of Duties/Responsibilities: Conceptualizes, designs, and develops line drawings, schematics, computer-generated and original art, and graphics. Works with other members of the project team to develop project specific graphics for reports, proposals, and other deliverables. Reviews designs and performs quality control.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Associate's degree or equivalent in Multimedia Design, Art, or Graphics Design. Two or more years' related experience developing drawings, computer generated graphics, schematics, or other media. In-depth knowledge of graphics, desktop publishing, and design software.</p>
Instructional Designer
<p>Brief Description of Duties/Responsibilities: The Instructional Designer analyzes training requirements, designs and develops training materials, and evaluates and validates training effectiveness in accordance with stated guidelines, specifications, and models.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in instructional technology, education, human resource development, or related area. A minimum of three years' directly related experience including task analysis, course design, application of the ISD model, course development, and/or evaluation. Basic computer skills including knowledge of word processing programs and commercial authoring systems.</p>
Instructor
<p>Brief Description of Duties/Responsibilities: Teaches courses in one or more subjects in commercial, governmental, industrial, or service establishments. Prepares instructional program in accordance with training or other course requirements, assembling materials to be presented. Instructs students in the theoretical and practical aspects covering the subjects being taught. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Tests students to evaluate their learning progress</p>

and to evaluate effectiveness of instruction. Compiles assessment report regarding each student.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Bachelor's degree in content specific area or four years' directly related experience in the content area. One-year practical experience in the content area tasked to instruct. Ability to organize program of practical and technical instruction, including demonstrations of skills required in trade and lectures on theory, techniques, and terminology. Ability to convey ideas, thoughts, and technical information to a diverse group of students. Ability to plan, supervise, and coordinate classroom activities. Ability to establish rapport with students while maintaining classroom order. Ability to communicate orally and in writing.

Inventory Management Analyst

Brief Description of Duties/Responsibilities: Conducts analysis and manages inventory functions related to LOGWORLD tasks. Recommends actions and solutions to maximize available inventory, supplies, and products.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Associate's degree in Business, Accounting, Logistics, or related area. Three or more years' experience managing inventory and/or supplies.

Junior ILS Manager

Brief Description of Duties/Responsibilities: Responsible for all assigned ILS related tasks. Has day-to-day responsibility for ensuring on time, quality performance with resource constraints. Reviews documents prepared by junior logisticians and provides guidance to ensure accuracy and completeness.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Associate's degree in related area and/or equivalent experience, education, or training. Must have a working knowledge of DOD wholesale logistics support. Must have current experience in the area of logistics planning and support to tactical or strategic weapon systems, subsystems, or equipment. Computer knowledge of Microsoft Office Suite and Internet.

Logistics Analyst I

Brief Description of Duties/Responsibilities: Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Edits and maintains documentation for automated tools and processes used to support the project

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Requires an associate's degree or equivalent combination of education, training, and experience and 1-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. Ability to obtain and maintain applicable security clearances.

Logistics Analyst II

Brief Description of Duties/Responsibilities: Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Administers and maintains documentation for automated tools and processes used to support the project

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Requires an associate's degree or equivalent combination of education, training, and experience and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. Ability to obtain and maintain applicable security clearances.

Logistics Analyst III

Brief Description of Duties/Responsibilities::

Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Administers and maintains documentation for automated tools and processes used to support the project.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Requires an associate's degree or equivalent combination of education, training, and experience and 4-6 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of unit/department. Ability to obtain and maintain applicable security clearances.

Logistics Analyst IV**Brief Description of Duties/Responsibilities::**

Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Administers and maintains documentation for automated tools and processes used to support the project.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Requires an associate's degree or equivalent combination of education, training, and experience and more than six years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of unit/department. Ability to obtain and maintain applicable security clearances.

Logistics Specialist

Brief Description of Duties/Responsibilities: The Logistics Specialist has general responsibility for the effective operation and mission accomplishment of the facility or logistics project. Analyzes and recommends solutions for logistical system problems and challenges.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

High school diploma or equivalent. Expert knowledge of and demonstrated hands-on experience in planning logistics operations. One or more years' experience in supply and warehouse operations. Ability to work effectively both intra- and inter-agency, with middle and upper level program managers and staff. Ability to react quickly to short deadlines in highly stressful emergency operational situations. Ability to communicate effectively, both verbally and in writing, with staff, senior agency officials, and customers.

Operations Manager

Brief Description of Duties/Responsibilities: Responsible for planning and directing budgets, goals, and business objectives. Performs a variety of complicated tasks. Manages the daily activities of an operations unit. Determines workflow and scheduling. Typically reports to the Program Manager.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Bachelor's degree in related area. Five or more years' experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. One years' supervisory experience.

Operations Specialist

Brief Description of Duties/Responsibilities: May lead and direct the work of others. Implements operational policies and procedures. Performs a variety of operational tasks. Typically reports to the Operations Manager.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Requires an Associate's degree or its equivalent with at least two years' experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.

Production Control Specialist

Brief Description of Duties/Responsibilities: Supervises, establishes, and coordinates the production schedules in a manufacturing or government production environment. Ensures the flow of materials, parts, and assemblies between or within departments. Performs a variety of complicated tasks. May supervise other employees. A wide degree of creativity and latitude is expected.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Requires an Associate's degree and at least two years' experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.
Program Manager
<p>Brief Description of Duties/Responsibilities: Plans, directs, and coordinates activities of assigned project(s) to ensure that goals and objectives specified for the effort are accomplished in accordance with prescribed priorities, time limitations, and funding constraints. Must demonstrate a high degree of proficiency in management skills and current state-of-the-art developments in the management field. Must possess knowledge of and experience with the principles, techniques, and practices in management of highly skilled technical personnel, the ability to apply professional principals, the ability to make decisions based on technical, economic, and business considerations, the capability to provide professional guidance and leadership, and the ability to communicate effectively with both technical and non-technical professionals.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in Engineering, Business, or a related science area. Shall possess ten or more years' experience managing, integrating, and implementing complex systems and equipment. Must possess five years' supervisory experience.</p>
Program Analyst I
<p>Brief Description of Duties/Responsibilities: Performs management, financial, engineering, scientific, or analytical functions in support of LOGWORLD tasks. Provides strategic planning for technology programs, concept development and requirement analyses, system design/engineering/integration, integrated logistics support, acquisition/life-cycle management, or training program development/implementation in support of government or commercial programs.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Associate's degree in project-specific area. One or more years' analyst experience. Ability to work in a team environment and solve complex problems. Two additional years of experience may be substituted for the degree requirement.</p>
Program Analyst II
<p>Brief Description of Duties/Responsibilities: Performs management, financial, engineering, scientific, or analytical functions in support of LOGWORLD tasks. Provides strategic planning for technology programs, concept development and requirement analyses, system design/engineering/integration, integrated logistics support, acquisition/life-cycle management, or training program development/implementation in support of government or commercial programs. Works with a team to develop logistics, acquisition, training, or engineering products. Makes technical and business judgments and provides advice on the resolution of technical problems. Directs the work of other analysts.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in project-specific area. Five or more years' analyst experience with two or more of those years experience in a directly related functional area. Ability to work in a team environment and solve complex problems.</p>
Project Manager
<p>Brief Description of Duties/Responsibilities: Manages a specific project or delivery order program. Supervises a highly qualified project team. Analyzes project; provides analytical support and technical guidance, as appropriate; and ensures quality control of all deliverables.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in Engineering, Business, Architecture, Science or project specific area. At least six years' experience with analysis, design, development, integration, and implementation of relevant, systems and equipment with at least three years' management experience. Experience must be relevant to the specific project.</p>
Quality Assurance Manager
<p>Brief Description of Duties/Responsibilities: Manages total quality programs, policies, and initiatives. Responsible for identifying, analyzing, and developing improvements in productivity, quality, client relationships, and customer service. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a senior manager.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:</p>

Requires a bachelor's degree with four or more years' experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Two or more years in a leadership, management, or supervisory position.
Quality Assurance Specialist
Brief Description of Duties/Responsibilities: The Quality Assurance Specialist is responsible for developing plans and programs to achieve and maintain quality over the life cycle of the product from creation to revision. This position also defines and promotes processes that lead to improving on a continual basis organizational performance. Documents processes and procedures.
Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Associate's degree or a minimum of two years' related experience. Two or more years' experience using MS Office software. Proven ability to handle multiple complex projects. Excellent written and verbal communications skills. Strong attention to detail. Excellent organizational skills. General computer skills. Ability to analyze and solve problems.
Senior ILS Manager
Brief Description of Duties/Responsibilities: Responsible for oversight of logistics staff in support of a significant program in all ILS/logistics engineering tasks. Has day-to-day responsibility for managing resources to assure compliance with the customer's priorities. Reviews all ILS related deliverables prepared by staff to assure compliance with regulatory requirements, timeliness, accuracy, and quality.
Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in a related logistics or business area or equivalent combination of experience, education, or training. Minimum of one-year supervisory experience. Must have a working knowledge of DOD wholesale logistics support. Must have current experience in the area of logistics planning and support to tactical or strategic weapon systems, subsystems, or equipment. Must be able to interface with clients and other defense contractors. Seven or more years' experience in materiel fielding or providing logistics support for communications, medical, or similarly complex systems. Knowledge of Microsoft Office Suite and Internet.
Senior Instructional Designer
Brief Description of Duties/Responsibilities: The Senior Instructional Designer analyzes training requirements, designs and develops training materials, and evaluates and validates training effectiveness in accordance with stated guidelines, specifications, and models, and coordinates efforts of the development team. Serves as lead.
Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in instructional technology, education, human resource development, or related area. Master's degree preferred. A minimum of five years' directly related experience including task analysis, course design, application of the ISD model, course development, and/or evaluation. Basic computer skills including knowledge of word processing programs and commercial authoring systems. Experience leading development teams.
Senior Logistics Specialist
Brief Description of Duties/Responsibilities: The Senior Logistics Specialist serves as the facility lead and has task level responsibility for the effective operation and mission accomplishment of the facility. Analyzes and recommends solutions for logistical system problems and challenges.
Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Associate's degree and three years' experience. Expert knowledge of and demonstrated hands-on experience in planning logistics operations. Two or more years' experience in supply and warehouse operations. Ability to work effectively both intra- and inter-agency, with middle and upper level program managers and staff. Ability to react quickly to short deadlines in highly stressful emergency operational situations. Ability to communicate effectively, both verbally and in writing, with staff, senior agency officials, and customers. One or more years' experience in a lead or supervisory role.
Simulation Specialist
Brief Description of Duties/Responsibilities: Performs simulation analysis and defines variables. May supervise other simulation analysts and specialists. Also responsible for model development, database evolution, scenario generation, and testing and evaluation.
Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Bachelor's degree in related technical field. Graduate degree preferred. Five or more years directly related technical experience and two or more years' experience in simulation development and oversight.
SME I
<p>Brief Description of Duties/Responsibilities: Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of technical programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree or equivalent related experience. Must have at least six years of task specific experience. Expert in one of the following areas: strategic planning, logistics, systems design, systems acquisition, operations research, performance specifications, life cycle management, and/or test and evaluation. May have authored and published articles or books in field of expertise.</p>
SME II
<p>Brief Description of Duties/Responsibilities: Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of technical programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations. May lead a team of subject matter experts during focus groups and concept development meetings.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree or equivalent related experience. Must have at least ten years of experience. Expert in one of the following areas: strategic planning, logistics, systems design, systems acquisition, operations research, performance specifications, life cycle management, and test and evaluation. May have authored and published articles or books in field of expertise.</p>
Systems Analyst I
<p>Brief Description of Duties/Responsibilities: Applies systems analysis and design skills in an area such as a record keeping, logistics, or scientific operation. A system of several varied sequences or formats is usually developed. Requires basic competence in system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system. Determines and resolves data processing problems and coordinates the work with program, users, etc. and orients user personnel on new or changed procedures. Works with some supervision under overall project objectives and requirements. Apprises supervisor about progress and unusual complications.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Bachelor's degree in MIS, computer science, or related technical area or equivalent combination of education, training, and experience. One or more years' related analyst experience.</p>
Systems Analyst II
<p>Brief Description of Duties/Responsibilities: Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or supply chain analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.</p>

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Bachelor's degree in MIS, Computer Science, Business Administration, or other technical area. Five or more years' experience in a related analyst position.

Training Analyst

Brief Description of Duties/Responsibilities: Reviews training requirements, conducts front-end analyses, and assists with training evaluations. Inherent in this duty is the selection and documentation of the analytical methodology selected. Employs established and accepted ISD procedures. Develop and maintain ISD documentation in automated and manual formats. Provides training analysis input to proposals and projects whether prepared by Eagle Systems or one of its clients. Develops education and training projects, products, requirements, and programs of instruction. Maintains and accounts for all client and company property and equipment associated with the execution of assigned projects. Confers with management and staff to determine training objectives. Performs needs assessments, task analyses, and job analysis, as required by the project.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Bachelor's degree in Education, Human Resources Development, Training Development, or related field plus two years' related experience in education and/or training or six years' related experience in an education and/or training field. Minimum of two years' experience in training program design, implementation, and analysis. Experience and knowledge in the conduct of cognitive needs assessment, requirements analyses, task analyses, educational technology, instructional psychology, test design and validation, multimedia training development, and course delivery.

SCA Labor Category Descriptions

Accounting Clerk I
<p>Brief Description of Duties/Responsibilities: This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Ability to work in a team environment. Ability to follow detailed operating procedures. Working knowledge of personal computers. Detail oriented. Keyboarding skills. Ability to speak, read, and understand English. High school diploma or equivalent. One or more years' experience in an accounting-related position.</p>
Accounting Clerk II
<p>Brief Description of Duties/Responsibilities: This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Ability to work in a team environment. Ability to follow detailed operating procedures. Working knowledge of personal computers. Detail oriented. Keyboarding skills. Ability to speak, read, and understand English. High school diploma or equivalent. Two or more years' experience in an accounting-related position.</p>
Accounting Clerk III
<p>Brief Description of Duties/Responsibilities: The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) Analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Ability to work in a team environment. Ability to follow detailed operating procedures. Working knowledge of personal computers. Detail oriented. Keyboarding skills. Ability to speak, read, and understand English. High school diploma or equivalent. Three or more years' experience in an accounting-related position.</p>
Computer Operator III
<p>Brief Description of Duties/Responsibilities: The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.</p> <p>Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Ability to analyze ADP problems or tasks and develop and implement viable solutions. Ability to install, manage,</p>

and upgrade networks. Ability to develop, upgrade, and manage hardware, software, and telecommunications systems. Ability to apply principles of database design and management. Associate's degree in MIS, Computer Science, or related area or the equivalent combination of education, training, and experience. Minimum two years directly related experience. Familiarity with project software and hardware systems. Ability to obtain and maintain an applicable security clearance in compliance with government regulations and requirements.

Computer Operator IV

Brief Description of Duties/Responsibilities: The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Ability to analyze ADP problems or tasks and develop and implement viable solutions. Ability to install, manage, and upgrade networks. Ability to develop, upgrade, and manage hardware, software, and telecommunications systems. Ability to apply principles of database design and management. Associate's degree in MIS, Computer Science, or related area or the equivalent combination of education, training, and experience. Three years directly related experience. Familiarity with project software and hardware systems. Ability to obtain and maintain an applicable security clearance in compliance with government regulations and requirements. A+ Certification

Computer Operator V

Brief Description of Duties/Responsibilities: The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Ability to analyze ADP problems or tasks and develop and implement viable solutions. Ability to install, manage, and upgrade networks. Ability to develop, upgrade, and manage hardware, software, and telecommunications systems. Ability to apply principles of database design and management. Associate's degree in MIS, Computer Science, or related area or the equivalent combination of education, training, and experience. Four or more years' experience in a related position. Familiarity with project software and hardware systems. Ability to obtain and maintain an applicable security clearance in compliance with government regulations and requirements. A+ Certification.

Computer Programmer I

Brief Description of Duties/Responsibilities: The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision. In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Associate's degree in MIS, Computer Science, or related area or the equivalent combination of education, training, and experience. A+ Certification. Two years directly related experience. Familiarity with common programming languages. Ability to obtain and maintain an applicable security clearance in compliance with government regulations and requirements.

Computer Programmer II

Brief Description of Duties/Responsibilities: At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. This Computer Programmer performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements, and works according to clear-cut and complete specifications. The data are refined, and the format of the final product is very similar to that of the input, or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. The Computer Programmer II maintains and modifies routine programs, makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine new programs using prescribed specifications, and may confer with EDP personnel to clarify procedures, processing logic, etc. In addition, the Computer Programmer II may evaluate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. This Worker reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress, and all work is reviewed upon completion for accuracy and compliance with standards.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Associate's degree in MIS, Computer Science, or related area or the equivalent combination of education, training, and experience. A+ Certification. Two to four years directly-related experience. Working experience with common and specific project-related programming languages. Ability to obtain and maintain an applicable security clearance in compliance with government regulations and requirements

Computer Programmer III

Brief Description of Duties/Responsibilities: As a fully qualified Computer Programmer, this Worker applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. The incumbent works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. This Computer Programmer recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems, (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.) The Computer Programmer III performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff. This Worker monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data, and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) This Programmer tests, documents work, writes and maintains operator instructions for assigned programs, and confers with other EDP personnel to obtain or provide factual data. In addition, this Programmer may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Job tasks may require the incumbent to analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. This Programmer may assist in the review and analysis of detailed program specifications, and in program design to meet changes in work processes. The Computer Programmer III works independently under specified objectives; applies judgment in devising program

logic and in selecting and adapting standard programming procedures, resolves problems and deviations according to established practices, and obtains advice where precedents are unclear or not available. This Worker, may guide or instruct lower level programmers; supervise technicians and others who assist in specific assignments, works on complex programs under close direction of higher level staff or supervisor, and may assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision. Work at a level above this is deemed Supervisory or Individual Contributor. Completed work is reviewed for conformance to standards, timeliness, and efficiency.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Associate's degree in MIS, Computer Science, or related area or the equivalent combination of education, training, and experience. A+ Certification. Four to six years directly related experience. Extensive experience with programming languages applicable to project. Ability to obtain and maintain an applicable security clearance in compliance with government regulations and requirements.

Engineering Technician I

Brief Description of Duties/Responsibilities: This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as: a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting. b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data. c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs. Excluded are: a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians); b. Model Makers and other craft workers; c. Quality Control Technicians and Testers; d. Chemical and other non-engineering laboratory technicians; e. Civil Engineering Technicians and Drafters; Positions (below Level I) which are limited to simple tasks such as: measuring items or regular shapes with a caliper and computing cross-sectional areas; identifying, weighing, and marking easy-to-identify items; or recording simple instrument readings at specified intervals; and engineers required to apply a professional knowledge of engineering theory and principles.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: May require a Bachelor's degree in area of specialty and/or the equivalent combination of training, experience, and education; 1 to 2 years' directly related experience in the applicable engineering field. Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. Familiar with a variety of the field's concepts, practices, and procedure.

Engineering Technician II

Brief Description of Duties/Responsibilities: The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as: a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment; b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors; c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form. Excluded are: a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians); b. Model Makers and other craft workers; c. Quality Control Technicians and Testers; d. Chemical and other non-engineering laboratory technicians; e. Civil Engineering Technicians and Drafters; Positions (below Level I) which are limited to simple tasks such as: measuring items or regular shapes with a caliper and computing cross-sectional areas; identifying, weighing, and marking easy-to-identify items; or recording simple instrument readings at specified intervals; and engineers required to apply a professional knowledge of engineering theory and principles.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: May require a Bachelor's degree in area of specialty and/or the equivalent combination of training, experience, and education; 1 to 2 years' directly related experience in the applicable engineering field. Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. Familiar with a variety of the field's concepts, practices, and procedure.

Forklift Operator

Brief Description of Duties/Responsibilities: The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Ability to work in a team environment. Licensed and certified to operate a pallet-jack and forklift up to 6000 lb. capacity. High school diploma or equivalent. Ability to speak, read, and understand English. One or more years' experience in warehouse functions. Ability to operate or obtain and maintain a license to operate a pallet-jack and forklift up to 6000 lb. capacity. Requires lifting up to 60 lbs., Stooping, climbing, and prolonged sitting. Must be able to work in drafty areas with hard, concrete floors and in cold storage units with temperatures below freezing.

General Clerk II

Brief Description of Duties/Responsibilities: The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph, or mailing machine). This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Ability to work in a team environment. Ability to follow detailed operating procedures. Working knowledge of personal computers. Detail oriented. Keyboarding skills. Analytical skills. High school diploma or equivalent. Two or more years' experience in a clerical-related position. Experience with the work related to the contract. Professional experience using computers. Ability to speak, read, and understand English. Ability to obtain and maintain applicable security clearances in compliance with government regulations and requirements.

General Clerk III

Brief Description of Duties/Responsibilities: The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph, or mailing machine).

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Ability to work in a team environment. Ability to follow detailed operating procedures. Working knowledge of personal computers. Ability to solve problems using subject-matter knowledge and judgment. Thorough knowledge of personal computers, to include MS Office Suite. Detail oriented. High school diploma or equivalent. Three or more years' experience in a clerical-related position. Experience in a business environment and work related to the

contract. Proven customer service experience. Proven professional experience using computers. Ability to speak, read, and understand English. Ability to obtain and maintain applicable security clearances in compliance with government regulations and requirements.

Laborer

Brief Description of Duties/Responsibilities: The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: High school diploma or equivalent. Ability to speak, read, and understand English. Minimum one years' work experience performing similar work. Ability to stand for long periods, to bend, and to move to accomplish all types of manual labor. Ability to lift up to 50 lbs. Ability to work in different types of weather and occasionally work in extreme climatic conditions.

Material Coordinator

Brief Description of Duties/Responsibilities: The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Working knowledge of computers and workstations. Basic understanding of supply and warehouse operations. Ability to use small hand tools and material handling equipment. High school diploma or equivalent. One or more years' experience in a supply, warehouse, logistics, or related position. Ability to communicate orally and in writing using the English language. Ability to stand for long periods. Ability to lift up to 50 lbs. Ability to occasionally work in extreme climatic conditions.

Material Expediter

Brief Description of Duties/Responsibilities: The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Requires a high school diploma; minimum of one years' experience in the field or related field; experience working with computer software and inventory systems required; ability to speak, read, and understand English; ability to

operate or obtain a license to operate electric and diesel powered forklifts and pallet-jack and forklift up to 6000 lb. capacity; Requires lifting up to 60 lbs; Prolonged periods of standing, walking, stooping, climbing, bending, and lifting; Must be able to work in drafty areas with hard, concrete floors and in cold storage units with temperatures below freezing.

Material Handling Laborer

Brief Description of Duties/Responsibilities: This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow. Excluded from this definition are workers whose primary function involves: a. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process); b. Stocking merchandise for sale; c. Counting or routing merchandise; d. Operating a crane or heavy-duty motorized vehicle such as forklift or truck; e. Loading and unloading ships (alongshore workers); f. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Basic understanding of supply and warehouse operations. Ability to use small hand tools and the following material handling equipment: hand truck, cart, or wheelbarrow. High school diploma or equivalent. Ability to speak, read, and understand English. Ability to stand for long periods. Ability to lift up to 50 lbs. Ability to occasionally work in extreme climatic conditions.

Secretary I

Brief Description of Duties/Responsibilities: The Secretary I provides secretarial support, maintains a minimal and responsive relationship to the day-to-day activities of the supervisor and staff, works independently, and receives a minimum of detailed supervision and guidance in support of the department or division's mission. Performs recurring office procedures independently requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Selects the guideline or reference which fits the specific case or procedure. Supervisor provides specific instructions on new assignments and checks completed work for accuracy.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Professional experience in customer relations. Customer relations skills. Interpersonal skills. Attention to detail. Ability to comprehend and accomplish organizational objectives. Ability to effectively communicate verbally and in writing. Ability to work effectively in a team environment. High school diploma or equivalent. Minimum one year of experience in a secretarial-related position. Working knowledge of office administration to include software, office technology, and office administrative duties. Ability to speak, read, and understand English. Proven customer service experience. Ability to obtain and maintain an applicable security clearance in compliance with government regulations and requirements. May be required to work an uncommon tour of duty including nights, weekends, and holidays under pressure and strenuous conditions. Work activity may include prolonged periods of time sitting, standing and occasional periods of stretching, bending, and kneeling.

Secretary II

Brief Description of Duties/Responsibilities: The Secretary II provides secretarial support, maintains a minimal and responsive relationship to the day-to-day activities of the supervisor and staff, works independently, and receives a minimum of detailed supervision and guidance in support of the department or division's mission. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. .

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Professional experience in customer relations. Ability to use database, word processing, spreadsheet, project management, and other appropriate software programs. Customer relations skills. Planning and analytical skills. Interpersonal skills. Attention to detail. Ability to comprehend and accomplish organizational objectives. Ability to effectively communicate verbally and in writing. Ability to work effectively in a team environment. High school diploma or equivalent. Minimum two years' experience in a secretarial-related position. Proven working knowledge of office administration to include software, office technology, and office administrative duties. Ability to speak, read, and understand English. Proven customer service experience. Ability to obtain and maintain an applicable

security clearance in compliance with government regulations and requirements. May be required to work an uncommon tour of duty including nights, weekends, and holidays under pressure and strenuous conditions. Work activity may include prolonged periods of time sitting, standing and occasional periods of stretching, bending, and kneeling.

Secretary III

Brief Description of Duties/Responsibilities: The Secretary III provides secretarial support, maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works independently, and receives a minimum of detailed supervision and guidance in support of the department or division's mission. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Uses judgment and initiative to determine the approach or action to take in non routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval. Advises secretaries in subordinate offices on new procedures.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Professional experience in customer relations. Office management skills. Ability to use database, word processing, spreadsheet, project management, and other appropriate software programs. Customer relations skills. Planning and analytical skills. Excellent oral and written communication skills. Ability to effectively communicate verbally and in writing. Interpersonal skills. Ability to effectively manage time, labor hours, and other resources. Attention to detail. Ability to comprehend, analyze, and evaluate available data and implement a feasible course of action. Ability to motivate personnel to accomplish assigned missions. Ability to originate, develop, and implement innovative concepts. Ability to comprehend and accomplish organizational objectives. Ability to work effectively in a team environment. High school diploma or equivalent. Minimum three years' experience in a secretarial-related position. Proficient knowledge of office administration to include software, office technology, and office administrative duties. Ability to speak, read, and understand English. Proven customer service experience. Ability to obtain and maintain an applicable security clearance in compliance with government regulations and requirements. May be required to work an uncommon tour of duty including nights, weekends, and holidays under pressure and strenuous conditions. Work activity may include prolonged periods of time sitting, standing and occasional periods of stretching, bending, and kneeling.

Shipping/Receiving Clerk

Brief Description of Duties/Responsibilities: The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Ability to work in team environment. Working knowledge of personal computers. Ability to work well under pressure. Detail-oriented. Ability to interact extensively with the customers. Ability to speak, read, and understand English. High School Diploma or equivalent. One or more years' experience in a clerical-related position. One or more years' experience in customer service. Knowledge of household goods. Ability to lift up to 50 lbs. Prolonged periods of standing, walking, stooping, climbing, bending, and lifting. May be required to work an uncommon tour of duty including nights, weekends, and holidays.

Stock Clerk

Brief Description of Duties/Responsibilities: The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse, or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines

stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to size to fill order.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Ability to work in a team environment. Working knowledge of personal computers. Ability to speak, read, and understand English. High school diploma or equivalent. Ability to lift up to 50 lbs.

Supply Technician

Brief Description of Duties/Responsibilities: This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements:

Ability to work in a team environment. Ability to understand and use a computer workstation. Ability to operate or obtain a license to operate electric and diesel powered forklifts. Ability to understand and use specialized software for daily operations. High school diploma or equivalent. Ability to speak, read, and understand English. Specialized training in logistics. Minimum of three years' experience in supply and warehouse operations. Minimum of two years' experience in a supervisory capacity in a warehouse, storage, or supply position. Ability to operate or obtain a license to operate a pallet-jack and forklift up to 6000 lb. capacity. Requires lifting up to 60 lbs. Prolonged periods of standing, walking, stooping, climbing, bending, and lifting. Must be able to work in drafty areas with hard, concrete floors and in cold storage units with temperatures below freezing.

Technical Writer I

Brief Description of Duties/Responsibilities: Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: High school graduate. One or more year's related work experience. Ability to speak, read, and write English proficiently.

Technical Writer II

Brief Description of Duties/Responsibilities: Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This

person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. In this capacity, the Technical Writer II revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication, and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: High school graduate. Three or more year's related work experience. Ability to speak, read, and write English proficiently.

Technical Writer III

Brief Description of Duties/Responsibilities: Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: High school graduate. Five or more year's related work experience. Ability to speak, read, and write English proficiently.

Travel Clerk III

Brief Description of Duties/Responsibilities: This position plans itinerary and schedules travel accommodations for military and civilian personnel with dependents according to travel orders using knowledge of routes, types of carriers, and travel regulations. This Clerk verifies travel orders to insure costs, availability, and convenience of different types of carriers to select most advantageous route and carrier; notifies personnel of travel dates, baggage, limits, and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or departing personnel. The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements,

carriers, and facilities.

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Ability to work in a team environment. Ability to follow detailed operating procedures. Working knowledge of personal computers. Ability to solve problems using subject-matter knowledge and judgment. Thorough knowledge of personal computers, to include MS Office Suite. Detail oriented. High school diploma or equivalent. Three or more years' experience in a clerical-related position. Experience in a business environment and work related to the contract. Proven customer service experience. Proven professional experience using computers. Ability to speak, read, and understand English. Ability to obtain and maintain applicable security clearances in compliance with government regulations and requirements.

Warehouse Specialist

Brief Description of Duties/Responsibilities: As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties. Note: Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Qualifications to Include Minimum Training, Certifications, Education, and Experience Requirements: Ability to work in a team environment. Ability to obtain a license to operate a pallet-jack and forklift up to 6000 lb. capacity. High school diploma or equivalent. Ability to speak, read, and understand English. One or more years' experience in warehouse functions. Knowledge of shipping procedures. Two or more years' experience in supply and warehouse operations. Experience in the operation of electric and gas-powered forklifts up to 15K lb. capacities. Knowledge of shipping procedures. Requires lifting up to 60 lbs. Stooping, climbing, prolonged standing. Must be able to work in drafty areas with hard, concrete floors and in cold storage units with temperatures below freezing.